






Hamilton

INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	May 19, 2022
SUBJECT/REPORT NO:	Professional and Consultant Services Roster 2019 - 2021 (PW22035/PED22123/FCS22041) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Stuart Leitch (905) 546-2424 Ext. 7808 Cynthia Graham (905) 546-2424 Ext. 2337
SUBMITTED BY: SIGNATURE:	Craig Murdoch Acting General Manager Manager Public Works Department 
SUBMITTED BY: SIGNATURE:	Jason Thorne General Manager Planning and Economic Development Department 
SUBMITTED BY: SIGNATURE:	Mike Zegarac General Manager Finance and Corporate Services Department 

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

COUNCIL DIRECTION

Not Applicable

INFORMATION

Report PW22035/PED22123/FCS22041 summarizes the use of the Professional and Consultant Services Roster for the 2019-2021 Roster period (C12-06-18) as required under Policy #9 - Consulting and Professional Services of the currently approved Procurement Policy. The Roster process for the acquisition of consulting services is currently managed by Planning and Economic Development, Corporate Services and the Public Works Department with users from all areas of the City of Hamilton (City). The 2021 Roster Information by Category; 2019-2021 Successful Roster Consultants; and 2019/2020/2021 Roster Period Program Dashboard are attached as Appendix “A”, “B”, and “C” attached to Report PW22035/PED22123/FCS22041.

The 2019/2020/2021 Roster Period Program Dashboard available to City staff tracks various metrics associated with financial, category usage and quality assurance review highlights

	2019 Roster Year ¹	2019 Roster RFRQ ²	2020 Roster Year ¹	2020 Roster RFRQ ²	2021 Roster Year ¹	2021 Roster RFRQ ²
Total Dollar Value	\$19.2M	\$828K	\$17.5M	\$563K	\$21.7M	\$1.1M
Total Number of Assignments	334	4	255	3	363	5
Average Value of Each Assignment	\$58K	\$207K	\$68.4K	\$188K	\$59.9K	\$218K
Number of Roster Firms in Program	87					

Notes:

1. Represents Roster candidates for work assignments with a procurement cost less than \$150,000.
2. Request for Roster Quotation (RFRQ) - Represents Roster candidates for work assignments with a procurement cost between \$150,000 and \$249,999.

The first year (2022) term of assignments for the 2022-2024 Roster (C12-13-21) period will be reported to Council in 2023.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PW22035/PED22123/FCS22041- 2021 Roster Information by
Category (C12-06-18)

Appendix "B" to Report PW22035/PED22123/FCS22041- 2019-2021 Successful Roster
Consultants (C12-06-18)

Appendix "C" to Report PW22035/PED22123/FCS22041– 2019/2020/2021 Roster
Period Program Dashboard
(C12-06-18)